TRANSFER CREDIT REQUEST

Student Profile		
Legal Last Name	**Legal First Name**	**Student Number**

Program	**Name of Transfer Institution**

Documentation Required

- Submit official (signed and sealed) transcripts issued within the past six months with request.
- Please submit payment, if applicable, along with request. ***The evaluation fee for transcripts from post-secondary institutions outside of BC is as follows:***
  Transcripts outside of B.C. (within Canada): $50 per transcript ***International transcripts: $150 per transcript***

Deadlines

Jul. 15 for Fall Semester (Sept. – Dec.) Nov. 15 for Winter Semester (Jan. – Apr.) Mar. 15 for Summer Semester (May – Aug.)

Course #	Course Title	Grade	Year Completed	OFFICE USE ONLY - Transfer Credit Granted Course	Credit

- **Please contact an Education Advisor prior to completing this form as not all courses carry credit in all programs.**
- **If you receive transfer credit for a course which duplicates current enrolment, it is your responsibility to withdraw from the course.**
- Minimum grade considered for transfer credit is 50%.
- Courses to be considered must have been successfully completed at an accepted and accredited post-secondary institution.
- Detailed course outlines (syllabi) may be requested.
- Okanagan College does not accept transfer credit for courses completed 10 or more years before date of application.
- Requests and transcripts not received by the deadline noted may not be completed by semester start. Refunds will not be issued for classes dropped after the last day to drop courses with a refund.